



Program Review and Planning 2019-2020

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR INSTRUCTIONAL PROGRAMS

Program Review is about documenting the plans you have for improving student success in your program and sharing that information with the community. Through the review of and reflection on key program elements, program review and planning identifies program strengths as well as strategies necessary to improve the academic discipline, program, or service to support student success. With our new Guided Pathways plan, this review becomes even more crucial for the success of our students and college.

[We are using the Strengths, Opportunities, Aspirations, Results \(SOAR\) strategic planning technique to help us focus on our current strengths and opportunities, create a vision of future aspirations, and consider the results of this approach.](#)

BASIC PROGRAM INFORMATION

Academic Year
2019-2020

Are you completing a comprehensive or annual PRP?
Annual

Department Name
World Languages

Discipline Name
Italian (ITAL)

Department Chair Name
Beatrice Manneh

Division Name
Languages and Literature

Website address for your discipline
<https://www2.palomar.edu/pages/worldlanguages/italian-italiano/>

Discipline Mission statement

The mission of the World Languages Department is to provide an engaging teaching and learning environment for students to gain language proficiency in Arabic, Chinese, French, German, Italian, Japanese and Spanish. Emphasis is on the expansion of cross-cultural awareness, as well as the development of speaking, listening, reading and writing skills in the target language. Through the study of languages, students develop an awareness of the experiences of others, an understanding of their unique ways of life, and a recognition and respect for their diversity and contributions to the world.

We are committed to helping our students achieve communicative competence in world languages in order to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

[\(click here for information on how to create a mission statement\)](#)

Does your discipline have at least one degree or certificate associated with it?
Yes

Are any of your programs vocational (CTE/CE)?
No

List all degrees and certificates offered within this discipline.

AA and Certificate

Please list the names and positions of everyone who helped to complete this document.

Scott Nelson, Assistant Professor of Italian and Spanish

Full-time faculty (FTEF)

.67

Part-time faculty (FTEF)

.33

Classified & other staff positions that support this discipline

Language Lab Instructional Support Assistant III, 100%

Department ADA, 100%

Additional hourly staff that support this discipline and/or department

Student workers (6), 25%

PROGRAM INFORMATION

PROGRAM OUTCOMES

Begin this section by reviewing the Program Review reports for courses and programs in TracDat. All active course and program outcomes should be systematically assessed over a 3-year cycle.

- **Program** = Leads to a degree or certificate
- **Discipline** = A group of courses within a discipline

*Programs will be able to complete program completion and outcome questions.

How well do your program's learning outcomes communicate the scope and depth of the degree/certificate offered and align with employer and transfer expectations?

Upon completion of this program, students will be able to express original thoughts using multiple verb tenses relating to concepts and vocabulary from the various courses. Students will be able to understand every day spoken Italian relating to daily activities at an appropriate level for intermediate Italian.

This will give students a strong working knowledge of Italian and allow them to use their language and cultural skills in the workforce or to transfer to a four-year university.

Describe your program's plan for assessing program learning outcomes.

Program SLOs and learning outcomes will be continually assessed in the classroom on a three-year cycle. Once available, the data will be input into Tracdat.

Summarize the major findings of your program outcomes assessments.

The Italian program (AA/Certificate) is brand new and therefore there is no data to assess

Depending on the degree or transfer goals of our students, they have the choice of three different GE pathways:

- [Associate Degree GE Requirements](#)
- [CSU GE Requirements](#)

- [IGETC Requirements](#)

Palomar College has identified a set of General Education/Institutional Learning Outcomes, which represent the overall set of abilities and qualities a student graduating from Palomar should possess. [Click here for a link to Palomar's GE/ILOs.](#)

PROGRAM COMPLETIONS

Student success is at the core of what we do in assisting students in achieving their goals.

The Chancellor's Office Vision for Success stresses the importance of Program Completion as a major goal for our students. In addition, transfer and career readiness are key components of Palomar College's mission statement. This year, our funding formula has also changed reflecting this emphasis, providing additional funding as a function of the number of completions.

In this section we will identify a program standard and a stretch goal (what you would like to move toward) for program completions.

The standards represent the lowest number of program completions deemed acceptable by the College. In other words, if you were to notice a drop below the set standard, you would seek further information to examine why this occurred and strategies to increase completions.

In this section we will identify a program standard and a stretch goal (what you would like to move toward) for programs.

List the number of completions for each degree/certificate for the previous year.

As the program is still new, there are currently no completions.

Have your program completions Increased, decreased, or stayed the same over the last 5 years?

Stayed the same

What factors have influenced your completion trends?

As the program is still new, there is nothing to report.

The Chancellor's Office Vision for Success stresses the importance of reducing equity gaps through faster improvements of underrepresented groups.

ACCJC also requires that colleges establish institutional and program level standards in the area of success rates. These standards represent the lowest success rate deemed acceptable by the College. In other words, if you were to notice a drop below the rate, you would seek further information to examine why the drop occurred and strategies to address the rate.

[Click on this link to review the course success rates \(A, B, C, or Credit\) for your discipline.](#)

In this section we will identify a course success rate standards and a stretch goal (what you would like to move toward) for programs.

Course Success Rates by gender, age, ethnicity, special population, location, and modality (You can access the Student Equity Plan on the SSEC website <https://www2.palomar.edu/pages/ssec/>)

COURSE INFORMATION

COURSE SUCCESS AND RETENTION

What is your program's standard for Discipline COURSE Success Rate?

70.0%

Why did you choose this standard?

The Department follows the institutional standard for course success rate of 70%.

What is your Stretch goal for COURSE success rates?

75.0%

How did you decide upon the goal?

That is the average success rate for Italian courses over the last five years. Based on the data found on the Institutional Research and Planning page, this appears to be an appropriate Stretch goals based on the various factors that affect course success rates.

COURSE OUTCOMES

How have you improved course-level assessment methods since the last PRP?

I have reviewed course-level assessment methods since the last PRP and - based on the results - I have determined that they are still appropriate. I will continue to monitor all course-level assessment methods and determine at the end of each semester if changes need to be made. I recently changed the assessment method for ITAL 201 as it did not seem appropriate for the expected level of student proficiency. It appears that the new assessment method will be more appropriate.

Summarize the major findings of your course outcomes assessments.

In order to meet the needs of all students and improve upon the course outcome assessment results, it is suggested that all students be given opportunities for increased practice in understanding spoken Italian in class and as homework. Students must continue to have access to tutors and resources in the World Languages Resource Center. Based on student feedback, I have also moved to the creation of zero cost materials tailored specifically to the needs of Palomar College's student body and preferred learning strategies.

This section is intentionally blank for annual PRPs. Please click "Next" to continue.

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Program Goals

In the previous sections, you identified opportunities for improvement. Using these opportunities, develop 3-year [SMART goals](#) for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure your goals align with the mission of your department and/or [the College's strategic plan](#).

Please list all discipline goals for this three-year planning cycle. [Click here for previous PRPs and goal information.](#)

Goals

Goal 1

Brief Description

Create zero cost material for ITAL 102 and ITAL 201

Is this a new or existing goal?

New
Existing

Goal Status

Ongoing

How will you complete this goal?

I will complete the zero cost textbook for ITAL 102 this semester (FA 19) and I will be working on zero cost materials for ITAL 201 during the Spring 2020 semester and the next academic year.

Outcome(s) expected (qualitative/quantitative)

I expect to have these projects completed by the end of the 2019/20 academic year. These materials will not only save students money but they will be specifically designed for our students and their academic needs. It is expected that more students will enroll in Italian courses and that the success rates will continue to rise.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?

The mission of the World Languages Department is to provide an engaging teaching and learning environment for students to gain language proficiency. The most effective way to accomplish this while aligning with the college's strategic plan is to create zero cost materials that directly address the needs and learning strategies of our students.

Expected Goal Completion Date

5/22/2020

Goal 2

Brief Description

Offer Italian 202 courses and enroll students in the new AA/Certificate program in Italian

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

It is currently not know when ITAL 202 will be offered. In the meantime, I will continue to publicize the program and to recruit new students.

Outcome(s) expected (qualitative/quantitative)

As word gets out about this program, interest continues to grow. The main issue is being able to offer these courses during a day/time that works for enough students so that the course can officially make. Once enough students become enrolled in the program, I expect the courses to regularly meet and for students to be able to complete the AA/Certificate in a timely manner.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?

As stated in the mission statement of the World Languages Department, we are committed to helping our students achieve communicative competence in world languages in order to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world. Having a vibrant program will allow students to become the global citizens that we hoped they would become.

Expected Goal Completion Date

1/18/2021

Goal 3**Brief Description**

Hiring and maintaining an Italian tutor in the WLRC

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

The World Languages Resource Center currently has an Italian tutor and we will continue to ensure that students have access to an Italian language tutor in the future.

Outcome(s) expected (qualitative/quantitative)

Peer tutoring is one of the best ways that students learn and review material outside of the classroom. Not only is the material being presented in a different way but it is being presented by someone that will not be grading the students. The expected outcome is greater student retention and success rates in our courses.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?

As stated in the mission statement of the World Languages Department, emphasis is on the expansion of cross-cultural awareness, as well as the development of speaking, listening, reading and writing skills in the target language. Tutors give the students a chance to explore the language and culture in a relaxed environment without the pressure of assessment.

Expected Goal Completion Date**Goal 4****Brief Description**

Offer online courses in a sequence

Is this a new or existing goal?

Existing

Goal Status

Completed

How will you complete this goal?

ITAL 102 will be offered during the Fall 2019 semester. This is the first time that an online 102 course will be offered during a Fall or Spring semester and will allow students that enrolled in the ITAL 101 course from this semester to continue with online education next semester.

Outcome(s) expected (qualitative/quantitative)

The expected outcomes are that students currently enrolled in the online ITAL 101 course will enroll in the ITAL 102 online course in the Fall and most likely continue with ITAL 201 the following semester (if it is offered). This ensures that students won't have to wait several semester to take the next course and, most likely, forgetting most of the previously learned material.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?

Having these courses offered sequentially will allow students to stay on a path to completing their language requirement/AA/Certificate in four semesters and be able to transfer to a four-year institution in a timely manner.

Expected Goal Completion Date

Goal 5

Brief Description

Offer ITAL 101, 102, 201 and 202 courses online in eight-weeks during one academic year

Is this a new or existing goal?

New

How will you complete this goal?

Working with the completion academy staff and my department chair, I have developed a one-year plan for offering ITAL 101, 102, 201 and 202 online and in eight-weeks. This goal will need administrative support to become a reality. In order for this to be feasible, we will also need to offer an eight-week online ITAL 101 course during the summer.

Outcome(s) expected (qualitative/quantitative)

This will allow students to complete the sequence of Italian courses in one year completely online. If this happens, it will greatly increase the number of completions for the Italian AA/Certificate each year.

How does this goal align with your department mission statement, the college strategic plan, and/or Guided Pathways?

Having these courses offered sequentially and online during one academic year will allow students to stay on a path to completing their language requirement/AA/Certificate in two semesters and be able to transfer to a four-year institution in a timely manner.

Expected Goal Completion Date

1/18/2021

STAFFING AND RESOURCE NEEDS

Instructions

1. Refer to [Strategic Plan](#).
2. See [Data](#).
3. See career info (In PRP)

Are you requesting additional full-time faculty?

No

Are you requesting additional Staff, CAST or AA?

Yes

In the last ten years, what is the net change in number of Staff in the department? (loss vs. gain)

Loss of one (1) full-time staff member in the World Languages Resource Center (WLRC).

REQUEST FOR ADDITIONAL STAFF, CAST, AA

Staff, CAST, AA request 1

Title of Staff position you are requesting

ISA-1

How will this Staff position help meet district (Guided Pathways, Strategic Enrollment Management etc.), department and/or discipline goals?

Our goal is to keep the World Languages Resource Center open to serve students, by keeping the center open and allowing them to complete their course requirements and to provide the students instructional support.

Is there a scarcity of qualified Part-Time Staff (for example: Specialized degree/experience, emerging/rapidly changing technology, high demand)

There is a scarcity of funds and there are college-restrictions on the rehiring of the most-qualified and experienced staff.

Are you requesting this position for accreditation, regulatory, legislative, health and safety requirements? Please explain.

No

RESOURCE REQUESTS AND BUDGET ALLOCATION REVIEW

Budget Analysis: This section should be completed by department chairs by the end of September.

Are there areas in your budget where there has been a historical surplus (See three year trend)?

No

Are there processes that need to be examined to ensure we are being the most efficient with funding?

No

Are there ongoing needs in your department budget that you currently do not have the resources for?

No

Do you have non-general fund sources of funding?

No

One Time Needs

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the web page.)

Please check with your department chair on the availability for this cycle.

Do you have one-time funding requests?

No

Review

Chair Review

Chair Comments

I reviewed this PRP. The program data, policies, goals, and needs are clearly stated and align with the department's.

Chair Name
Beatrice Manneh

Chair Sign Date
10/28/2019

Dean Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Areas of Concern, if any:

Recommendations for improvement:

Dean Name

Dean Sign Date

IPC Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Areas of Concern, if any:

Recommendations for improvement:

IPC Reviewer(s)

IPC Review Date

Vice President Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Really nice summary-- as stated very impressed with all of the work you are doing.

Areas of Concern, if any:

Recommendations for improvement:

Vice President Name
Jack S. Kahn Ph.D.

Vice President Sign Date
1/23/2020